**MONTANA STATE HOSPITAL**
**POLICY AND PROCEDURE**

**ACCESS CONTROL -- KEYS**

**Effective Date:**  August 28, 2006

**Policy #:** HR-01

**I.     PURPOSE:**  To control access to hospital keys thereby ensuring access to hospital areas is limited to only those who have a job-related need to gain access.

**II.    POLICY:**

   A. The hospital Maintenance Department is responsible for issuing and maintaining an inventory for all hospital keys (including fobs).  The Staffing Office or Human Resources Office will collect keys from terminating/transferring employees.  All keys will be forwarded to the Maintenance Department for comparison to the record of keys that were issued.

   B. If determined that a key(s) is missing, Maintenance must notify the Human Resources Department.  Human Resources may bill the employee for lost fobs ($10) and for lost key(s) in addition to the cost for re-keying locks.

   C. All individuals issued keys are responsible for them and their proper use.  Upon issue, the individual must sign a key inventory sheet.  This sheet will be kept in the Maintenance Office.  The key inventory sheet will be updated as required.

   D. An inventory of keys issued to individuals will also be maintained on the computer located in the Maintenance Office.  The Maintenance Department will replace keys only when the request is in writing and signed by the respective program supervisor, nursing supervisor, staffing office supervisor, or department director.

   E. Individuals in the above-named positions may order keys directly from the Maintenance Supervisor.

**III.   DEFINITIONS:**

   A. <u>HR</u> – Human Resources

   B. <u>Fob</u> – An electronic key

**IV.    RESPONSIBILITIES:**

   A. All employees will adhere to access control for keys as outlined in this policy.

   B. Supervisors and or individuals with authority to order keys will ensure that keys are ordered only for individuals that require them for work related duties.

V.     **PROCEDURE:**

    A.  The respective supervisor will order keys for new/transferring employees.

    B.  All individuals will maintain responsibility for their own inventory of keys and their proper use.

    C.  All transferring/terminating employees will be responsible for turning in their keys to the Staffing Office or the Human Resources Office so they can be forwarded to Maintenance.

VI.    **REFERENCES:**  None

VII.   **COLLABORATED WITH:**  Facility Maintenance Manager, Hospital Administrator

VIII.  **RESCISSIONS:**  # HR-01, *Access Control – Keys* dated September 1, 2002; # HR-01, *Access Control – Keys* dated November 1, 2001; Policy # 12-04k. 070892, *Access Control – Keys* dated April 8, 1996.

IX.    **DISTRIBUTION:**  All hospital policy manuals

X.     **REVIEW AND REISSUE DATE:**  August 2009

XI.    **FOLLOW-UP RESPONSIBILITY:**  Director of Human Resources

XII.   **ATTACHMENTS:**  None


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Ed Amberg                                  Date           Todd Thun                                   Date
Hospital Administrator                                    Director of Human Resources